

**TO:** FAST Fleet Managers

**FROM:** Shab Fardanesh, DOE Regulatory Program Manager

**CC:** Forrest King

**RE:** Fuel Reporting for GSA Fleet Leased Vehicles under Cross-Service Agreements

GSA Fleet provides petroleum data to other Agencies annually for FAST Reporting. The primary source of this information for GSA Fleet comes from the use of the Voyager Fleet card used by vehicle drivers. GSA Fleet also has 47 cross-service locations managed by DESC (primarily military facilities) that provide tag and fuel input used in FAST. Together, these two sources represent nearly 9 million transactions a year.

Recently, the DOE EPart Program Office and GSA Fleet have discovered several cross-service locations not managed by DESC where fuel consumption data for GSA Fleet leased vehicles were not included in the FAST report for FY03. In these cases, cross-service fuel purchases occurred without using the Voyager credit card. The Agency purchased the fuel and afterwards were reimbursed by GSA under a cross-service agreement. These transactions were manually administered and maintained and are not uploaded into the overall reporting system

If you think your fleet has such a cross-service agreement with GSA Fleet and you purchase fuel on-site without using the Voyager credit card, contact Forrest King at GSA Fleet headquarters ([forrest.king@gsa.gov](mailto:forrest.king@gsa.gov) or at 703-308-1442) to determine if your fuel use is being captured in the year-end GSA report. Forrest will need your BOAC and a sampling of vehicle tag numbers to assess what fuel is being reported.

If you determine that the fuel used in your fleet's GSA-leased vehicles is not being reported, contact your Agency's fleet manager to determine the proper procedure for reporting this fuel in FAST.